MEDSP-051 project report: format template

A study file from ignouproject.com for PGDCSR and MACSR learners. It holds the page order, chapter frames and empty tables only. It contains no findings and is not for submission.

What this file is

It turns section 7 and Annexures II, III and V of the *Handbook on Project Work in CSR (MEDSP-051)* (School of Extension and Development Studies, IGNOU, August 2021) into a working outline for the report. Every table is empty and every sentence frame has blanks, because the results of a MEDSP-051 report can only come from the data you collect and analyse yourself. Writing invented numbers into these tables would make the report false.

What the Handbook fixes

- Length: about 30 to 40 typed pages with 1.5 line spacing, not exceeding about 10,000 words, excluding appendices and exhibits; a 10 per cent variation either way is allowed.
- Paper and language: A4, typed, in English; hard bound or spiral bound; you send the original and keep a copy; the evaluated report is not returned.
- First three pages: the title page (Annexure V example), the approved project proposal proforma (Annexure II) and the certificate of originality signed by you and your supervisor (Annexure III).
- References: APA style, listed alphabetically.
- Evaluation: 100 marks, with at least 40 per cent needed to complete the project. The Handbook states that there is no viva or assignment for the project work. The external examiner is chosen by the Student Evaluation Division from a list approved by SOEDS.

Two lists, one report

Section 7 of the Handbook lists the report contents twice. Point 1 (Formulation) gives Introduction, Methodology, Results and Discussion, Summary, References and Appendix. The "Format for Project Report" box adds Acknowledgements, Table of Contents, Review of the Literature, Conclusion, Limitations and Suggestions for further work. This template follows the longer box and places Summary, Conclusion, Limitations and Suggestions in one closing chapter, so nothing either list names is missing. Show the chapter plan to your supervisor before you write.

How this file was made. Prepared by the ignouproject.com editorial desk (Shri Chakradhar Publication Pvt. Ltd., New Delhi) with AI assistance from the MEDSP-051 Handbook, the Common Prospectus (July 2026) and IGNOU Regional Centre notices on December 2026 project submission, read in October 2026, and checked against them. Type: 12 pt, 1.5 spacing, A4, as the Handbook sets for the report. Independent; not affiliated with IGNOU.

PREVIEW FOR STUDY REFERENCE NOT FOR SUBMISSION

1. The bound order, page by page

No.	Part	What goes in it	Source in the Handbook
1	Title page	Course code MEDSP-051, title of the project, your name, enrolment number, address, school name and year	Section 7 format box; Annexure V
2	Approved proforma	The Annexure II proforma as returned to you with the School's approval	Section 7; Annexure II
3	Certificate of originality	Annexure III, signed by you and by your supervisor, with place and date	Section 7; Annexure III
4	Acknowledgements	Optional, short	Format box ("if any")
5	Table of contents	Chapters, sections and page numbers	Format box
6	List of tables	Optional; not named in the Handbook	Our suggestion
7	Chapter 1: Introduction	The problem, how the topic emerged, why you took it up, objectives, problem statement and rationale	Section 7 point 1; format box
8	Chapter 2: Review of literature	Earlier studies and what they leave open	Format box
9	Chapter 3: Methodology	Locale, sample, tools, statistical techniques	Section 7 point 1; format box
10	Chapter 4: Results and discussion	Findings in tables and graphs, discussed against earlier studies, with their implications	Section 7 point 1; format box
11	Chapter 5: Summary, conclusion, limitations and suggestions	What you found, what it means, what limited it, what could be studied next	Section 7 point 1 (Summary); format box (the other three)
12	References	APA style, alphabetical	Format box
13	Appendices	Interview schedule or questionnaire, coding sheet, other tools	Section 7 point 1; format box

The supervisor's Remuneration Bill for Guidance of Project Work (Annexure IV) is enclosed with the cover letter, as the Handbook asks; Annexure IV adds that the bill can be sent after or along with the report.

2. Title page model (after Annexure V)

Project Report: MEDSP-051

On

[Title of your approved project, exactly as on the approved proforma]

Submitted for the Award of

[Programme name: Annexure V prints PG Diploma in Corporate Social Responsibility (PGDCSR); MACSR learners should ask the Project Coordinator which name to print]

By

Name: [ ]

Enrolment No.: [ ]

Address: [ ]

School of Extension and Development Studies

Indira Gandhi National Open University

New Delhi-110068

[Month Year]

The format box in section 7 says the cover should show your address; the Annexure V example has no line for it. We suggest including it, because the format box names it.

3. A length plan for about 10,000 words

The Handbook fixes only the total (about 10,000 words, 10 per cent either way, appendices excluded) and the page range (30 to 40 pages at 1.5 spacing). The split by chapter below is our suggestion for planning, not an IGNOU rule. Agree your own split with your supervisor; a case study usually needs more words in Chapter 4, a survey more tables.

Part	Suggested words	Your plan
Chapter 1: Introduction	1,200	[ ]
Chapter 2: Review of literature	1,800	[ ]
Chapter 3: Methodology	1,500	[ ]
Chapter 4: Results and discussion	4,000	[ ]
Chapter 5: Summary, conclusion, limitations, suggestions	1,500	[ ]
Total (appendices excluded)	10,000 (allowed range 9,000 to 11,000)	[ ]

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4. Chapter frames

Chapter 1: Introduction

- This study examines [topic] in [locale, organisation or set of companies] during [period].
- The topic emerged from [your reading, work or observation], and was taken up because [reason].
- Objectives: carry them over from the approved proposal, word for word, unless your supervisor agreed a change.
- Problem statement: one paragraph, ending in the question the study answers.

Chapter 2: Review of literature

Author (year)	Setting	Method	Finding, as the author reports it	What it leaves open for this study

Frame: [Author] ([year]) studied [what] in [setting] using [method] and reported that [finding]. This study differs in [setting, period, method or unit].

Chapter 3: Methodology

Item	Your study
Design (case study, survey, content analysis or mixed)	
Locale	
Population	
Sample size and how it was drawn	
Unit of analysis	
Tools (schedule, questionnaire, checklist, coding sheet)	
Pre-test or pilot	
Period of data collection	
Statistical techniques	
Software	

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Use the one shell below that fits your design.

Survey: Table 3.2 Sample by [stratum]

Stratum	Population	Sample	Per cent of sample

Case study: Table 3.2 Sources of evidence

Source (document, interview, observation)	What it gave	Date

Content analysis: Table 3.2 Documents read

Company or organisation	Year	Document	Date of access

Chapter 4: Results and discussion

One section for each objective, in the order of the objectives. Each section opens with its table or figure, then the discussion.

Table 4.1 Profile of the [respondents / units / documents]

Characteristic	Category	Frequency	Per cent

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Table 4.2 [Variable for objective 1]

Response or category	Frequency	Per cent

Table 4.3 [Variable A] by [Variable B]

[Variable A]	[B: category 1]	[B: category 2]	[B: category 3]	Total

Sentence frames for findings

- Of the [n] [respondents / units], [ ] ([ ] per cent) [reported / showed] [ ].
- The chi-square value of [ ] with [ ] degrees of freedom is [significant / not significant] at the [0.05] level; the association between [A] and [B] is therefore [supported / not supported] by these data.
- This [agrees / does not agree] with [author, year], who reported [ ] in [setting]; a likely reason is [ ].
- For the CSR programme or company studied, this means [ ].

Chapter 5: Summary, conclusion, limitations and suggestions

- Summary: one paragraph per objective, restating the finding without new numbers.
- Conclusion: the answer to the question in your problem statement.
- Limitations: what limited the data, the sample or the method.
- Suggestions for further work: [ ].

5. References in APA style

The Handbook shows APA examples for books, journal articles, book chapters and websites. The patterns are:

Type	Pattern
Book	Author, A. A. (Year). *Title of the book*. Place: Publisher.

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Type	Pattern
Journal article	Author, A. A. (Year). Title of the article. *Journal Name, volume*(issue), pages.
Book chapter	Author, A. A. (Year). Title of the chapter. In: Editor, B. (Ed.), *Title of the book*. Place: Publisher.
Website	Address of the page (accessed on DD.MM.YYYY)

6. Appendices

- Appendix A: the interview schedule, questionnaire, checklist or coding sheet you actually used.
- Appendix B: the authorisation letter, if one was given for data collection (the Handbook says it can come from the supervisor, the study centre or the regional centre).
- Appendix C: any other tool or exhibit the text refers to. (The Handbook names the interview schedule or questionnaire; the lettering A to C is our suggestion.)

7. Sending the report

- Hard copy route (Handbook): one typed hard-bound or spiral-bound copy, with a cover letter and the supervisor's Remuneration Bill (Annexure IV), by Registered or Speed Post to the Assistant Registrar (Project Section), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068. Write "PROJECT REPORT- MEDSP-051" on the top of the envelope.
- Online route: the Handbook says IGNOU may provide a link to upload a soft copy as a PDF, and that a learner who uploads need not send the hard copy. For the December 2026 term-end examination, IGNOU Regional Centre notices of October 2026 announced uploads through the Online Project Management System, reached with your Samarth login, with 30 November 2026 as the last date and one PDF for each course. Check IGNOU's announcements for the cycle you are in.
- Fee: the Common Prospectus (July 2026) sets a project evaluation fee of Rs 500 for projects of more than 4 credits, applicable from the January 2023 admission cycle; MEDSP-051 carries 8 credits.
- Result windows: a report received between 1 December and 31 May is declared with the June term-end examination results; one received between 1 June and 30 November, with the December results.

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